

administers oaths and takes affidavits. The office is responsible for the orderly filing of all contracts and deeds to property acquired, as well as Township ordinances and resolutions. As a matter of fact, no ordinance or resolution passed by the Township Committee is legally in force until the Clerk's signature is attested to it. The Clerk sees to it that all township legislation and action are properly advertised, and notices posted. Under the direction of the Township Committee the Clerk is directly responsible for all bonds and insurance policies covering the town. Other financial responsibilities include making regular financial reports to the Treasurer and attesting to all Township checks drawn by the Treasurer, and the handling of all bids for services and supplies.

In addition to the purely township duties, there are many duties imposed by law, particularly in connection with elections, such as registrations and transfers, receiver of petitions, preparation of ballots, distribution of equipment and supplies to polling places, and advertisement of election notices.

The office of Township Clerk is elective, however it comes under the Tenure Act and can become a permanent position.

Permanent registration is necessary to vote in Scotch Plains. To be eligible to register a resident must meet the following qualifications: 1. Be a native born or naturalized citizen. 2. Must be twenty-one years of age by the next election. 3. Must have resided six months in the State of New Jersey and 60 days in the County of Union before the next election. Citizens may register in the Clerk's office in the Town Hall on Park Avenue, but must do so 40 days before any election.

TOWNSHIP TREASURER

The chief financial and disbursing officer of the municipality is the Township Treasurer. It is his duty to record all transactions in proper books, and to keep those books in such manner that they will properly reflect the financial position of the municipality at all times. The treasurer is charged by statute with the duty of countersigning all warrant checks, keeping a record of foreclosed liens, and handling all payroll matters.

TAX ASSESSORS

According to state law the burden of supporting the activities of the municipality must be apportioned in accordance with the value of all property, real and personal, in the municipality. It is the duty of the Board of Assessors to determine the fair market value of every parcel within the taxing district, and to assess each on a uniform basis. The Union County Board of Taxations has established 40 per cent as the ratio to be used. The basis for the valuation may be according to manual issued by the Local Property Tax Bureau, which uses a square foot basis for dwellings, cubic foot for applicable properties, and generally land valuation according to established front foot or acreage values. Total true valuation of real estate in Scotch Plains, as provided by the "Table of Equalized Valuations,"